

Commanders Support Staff, S-0303-06

RAF Mildenhall

Vacancy Number: 100 LRS VA21 RPA 201150

Closes: 22 March 2021

£10.32 per hour

37.50 hours per week

Main Purpose

The 100th Logistics Readiness Squadron based at RAF Mildenhall are currently looking to recruit a Commanders Support Staff to serve as the primary point of contact to the LRS Squadron Commander and Directors for all administrative clerical work and support programs.

As the Commanders Support Staff will be responsible for the preparation, maintenance, and deposition of required administrative reports and other correspondence. You will assist the Commander and Directors in accomplishing all necessary internal operations to include administrative training, security, development of organizational operating instructions and regulations and personnel assistance.

You will serve as the resident subject matter expert for all mandated administrative support programs such as but not limited to, the Government Travel Card program, the Drug Demand Reduction Program, the Healthcare program, the Fitness program and the Safety program.

The Commanders Support Staff will also serve as the organizational point of contact and liaison with the military personnel flight on military personnel issues.

Knowledge and Experience Required

- The ability to learn organizational and functional responsibilities and operations of a military Organisation.
- Knowledge of and experience using various office automation software programs, tools and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases and graphs.

- Skill in fact finding, problem analysis, problem resolution, and development of concrete action plans to solve problems.
- Ability to gather, analyze and present facts, communicate effectively, using tact and courtesy.
- Ability to organize work and meet deadlines.
- Ability to plan and organize management programs and functions of an Organisation.
- Working knowledge of structure, programs and work methods or organization for personnel issues

	Yes	No
Security Clearance	X	
Driving Licence		X
Pre-employment Medical		X
Immunizations		X
Food Handler's Certificate		

Other Important Information

- Work schedule will be fixed, Monday-Friday, 08:00-16:30.
- Work may occasionally require travel via military or commercial aircraft away from normal duty station for training or other temporary duty assignment.
- May be assigned other duties not included in this position description, but are appropriate to the grade and skill of the incumbent.
- Must obtain and maintain relevant security clearance.
- Position may be coded as Mission Essential.

Benefits

- Paid Annual Leave
- Paid Sick Leave
- Pension Scheme
- Life Assurance Scheme

Who Can Apply

Citizens of the U.K., Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.

Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criteria will be considered on a case-by-case basis. All successful applicants will require a security clearance.

Please note pre-appointment security clearance requirements may delay start date.

Proof of identification in the form of a photo ID will be required, for example a driving licence or current passport.

This position may have certain restrictions to US citizens due to the Status of Forces Agreement.

For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219-410. All applications, with relevant attachments and CV must be submitted via email to 100fss.fsmc6@us.af.mil and received prior to the closing date.

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.